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To: Test Coordinators  
Cc: System Test Coordinators  
Subject: ACT State and District Testing: Revisions to Pretest Instructions

As you prepare for the upcoming ACT® test with writing on April 19, 2016, the Montana Office of Public Instruction (MOPI) is requesting that examinees should not complete selected items of the non-test portions of the ACT answer document.

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### About the Non-test Portions

The non-test portions of the answer document are used to report basic examinee information (e.g., name, State Issued Student ID), as well as to report scores to institutions of the examinee's choice.

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### Action Needed

Attached to this email is a copy of the *Administration Manual Supplement*. In your pretest session(s), use this document to direct examinees to not fill out the following blocks/sections of the answer document:

- Block G – Citizenship Status (pg. 1)
- Block H – Telephone Number (pg. 1)
- Block L – The ACT Educational Opportunity Service (pg. 1)
- High School Course/School Information (pg. 2)
- Selected items in the Student Profile Section (pg. 2), including:
  - Enrollment Information
  - Educational Plans, Interests, and Needs
  - Educational Needs
  - College Extracurricular Plans
  - Financial Aid
  - Background Information
  - Factors Influencing College Choice
  - High School Extracurricular Activities

*Note: The High School Information part of this section (Items 78 through 98) should still be filled out.*

- Interest Inventory (pg. 3)
- E-mail Address (pg. 3)
- Block V – School Use Only – State Questions (pg. 10)

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### Important!

If any examinees already completed any of the above blocks/sections of answer documents during pretest sessions, do not redo the sessions. ACT will not include that information in the state's data. In addition, scores for those examinees will not be negatively impacted.

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### Contacting Us

If you have questions, you may:

- Contact us electronically via the Contact Us web page at:  
[www.act.org/aap/state/contact.html](http://www.act.org/aap/state/contact.html)
  - Call us at 800.553.6244.
    - standard time ext. 2800
    - accommodations ext. 1788
  - Email accommodations questions to [ACTStateAccoms@act.org](mailto:ACTStateAccoms@act.org)
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Thank you,  
ACT State and District Testing Team

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500 ACT Dr Iowa City, Iowa